

An abstract graphic featuring three blue circles of varying sizes. The largest circle is in the top right, a medium-sized one is in the center, and a smaller one is in the bottom right. Two thin blue lines intersect to form a large 'V' shape that encompasses the circles. The circles have a layered, 3D effect with different shades of blue.

EASIER 101

New Users Guide

A step-by-step guide to EASIER file submission

**Iowa Department of Education
8/8/2011**

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ABOUT THIS MANUAL

Questions:



This manual was designed to be used as a reference guide to help you with the Iowa Department of Education Project EASIER web processing application. This web application will help you transfer your Student Information Systems (SIS) data into Project EASIER and create BEDS reports more efficiently and effectively by automating the process of data reporting.

We have included some notes and tips that are designed to highlight important topics



Note: This box will mention things that require special attention. The symbol in the left column indicates an important note to remember.



Tip: This box will include useful advice as you work through the system. The pointing hand always indicates a "TIP".

Contacts:

If you have questions about your BEDS data uploads, please contact:

Public Schools:

Margie Hanson

email at margaret.hanson@iowa.gov or phone 515-281-3214

Rachel Kruse

email at rachel.kruse@iowa.gov or phone 515-281-4153

Gary Kirchoff

email at gary.kirchoff@iowa.gov or phone 515-281-6278

Nonpublic Schools:

Paul Miller

email at paul.miller3@iowa.gov or phone 515-725-2252

They will be able to assist you with questions regarding the Project EASIER web site.

The EASIER Web Application

- Opening the Web Site
 - Logging Into the Applications Server
 - Application Menu
 - File Processing
 - Errors and Warnings
 - Viewing Reports
 - Review and Certify
-

OPENING THE WEB SITE

LOCATION:

The Iowa Department of Education Project EASIER BEDS data upload site can be found at the following URL:

<https://www.edinfo.state.ia.us>

You will need to open a web browser program to use this application. Examples of common browsers are Microsoft Internet Explorer and Netscape Firefox.

LOGGING INTO THE APPLICATIONS SERVER

After you open your browser and go to the Department of Education EASIER BEDS web site, you will see the following screen:

Log In - Windows Internet Explorer

File Edit View Favorites Tools Help

Log In

Iowa Department of Education

IDOE Web Application Server

This Site Is Secured By Encryption
 DO NOT USE YOUR REFRESH, BACK, OR FORWARD
 BROWSER BUTTONS WHILE USING THIS WEBSITE!
 Please enter a Login ID/Password
 and click on the submit button.

Login ID

Password

If you have forgotten your password,
 please enter your email address in the Login ID field
 and click on the Forgot Password button.

Attention Child Nutrition Program Customers
 For those trying to access CNP2000,
 please use the following hyperlink <https://www.edinfo.state.ia.us/CNP/Splash.asp>.
 Once at this website, please be sure to bookmark page or save to Favorites.

These browsers can be obtained at no cost by clicking on the appropriate icon below.

- ❶ The website, login ID and password are given to you by your district administrator or their representative for the completion of BEDS reports. The login ID is not case sensitive but the password is case sensitive.
- ❷ Click on the **Submit** button.

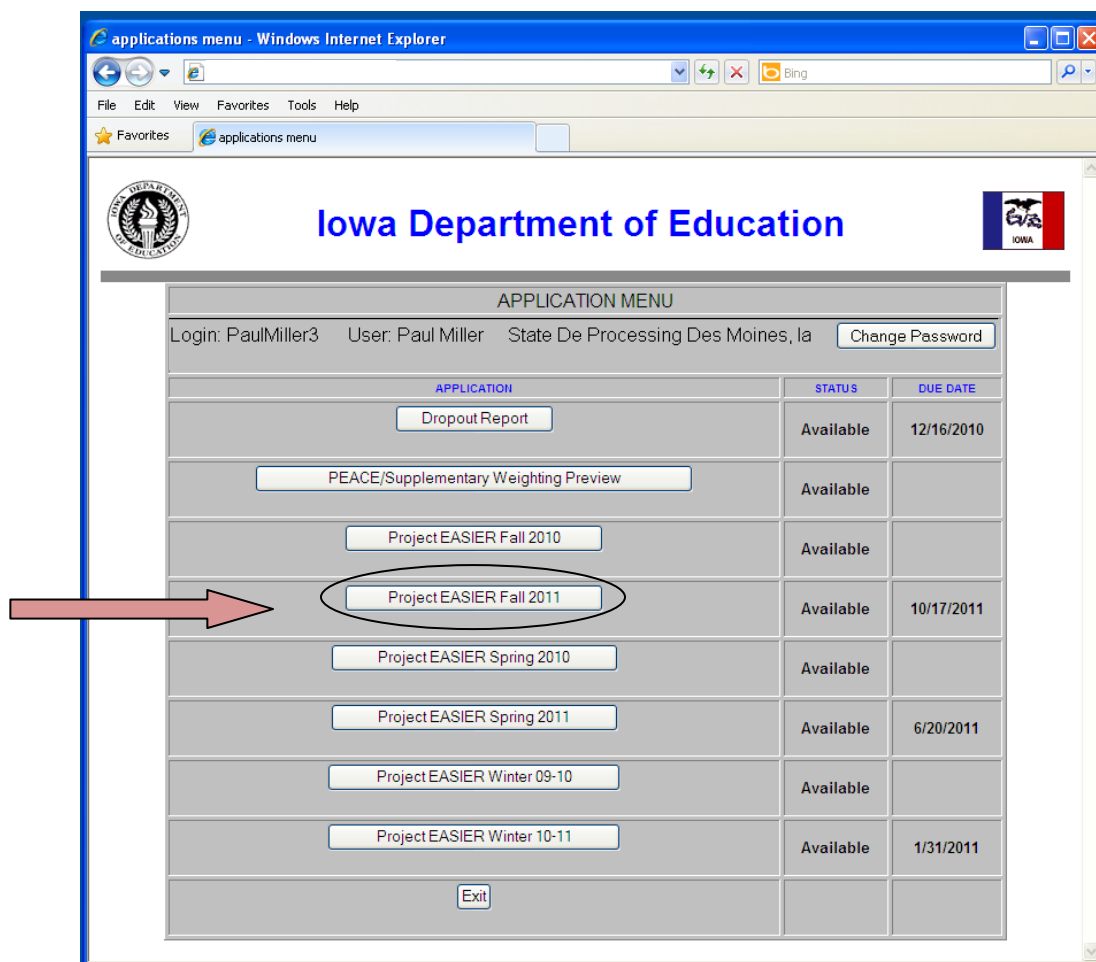



Tip: You should *not* use the “Refresh,” “Back,” or “Forward” browser buttons with this web site. There are links in every page to direct you to other screens.

APPLICATIONS MENU

Once you have logged in , you will see a screen similar the following one. You may have more or less Application choices available to you, depending on what your administrator has given you the rights to see. We are interested in the one that gives the Project EASIER for the correct submission period. The submission periods are Fall, Winter and Spring.

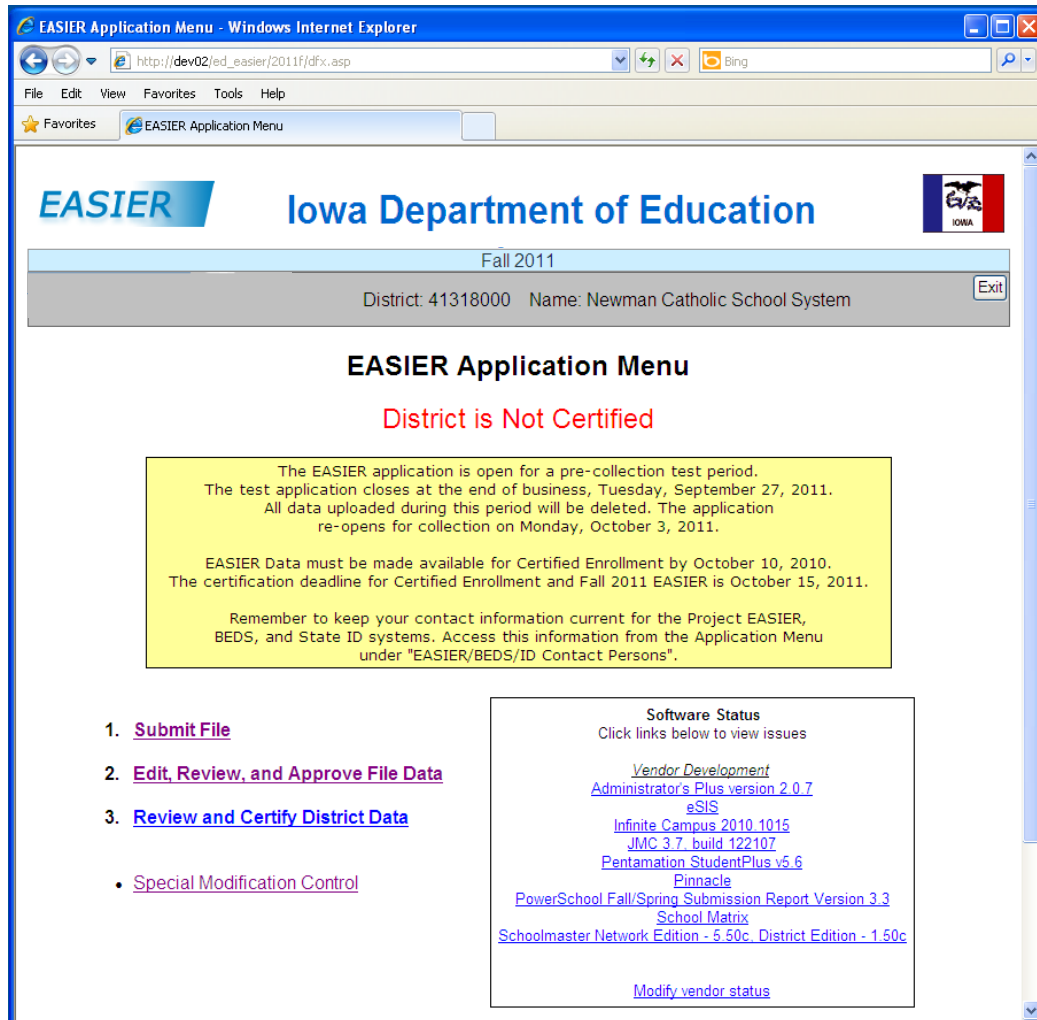
Make sure you select the correct submission period **and** the correct year.




- 1 Your Login name, User name and School District name will appear in the top row.
- 2 Click on the button for the correct submission period and year.
In this example we are using “Fall 2011”.
- 3 Click on the  button when you have finished with the BEDS site.
Reminder: Do not use the Refresh, Back or Forward browser buttons while using this Website.

EASIER MAIN MENU

The Project Easier main menu looks like this:



The EASIER web application main page contains links to the tools which allow you to submit files, edit and review submitted files and to review and certify district data.

Click on the  button in the upper right hand corner when you are finished with this page.

On the next page we will take a closer look at the different parts on the EASIER Application Menu.



Tip: *If at anytime you wish to return to this page, click on the word “Easier” in the upper left hand corner of the screen.*

EASIER Application Menu

A District is Not Certified

B

The EASIER application is open for a pre-collection test period.
The test application closes at the end of business, Tuesday, September 27, 2011.
All data uploaded during this period will be deleted. The application re-opens for collection on Monday, October 3, 2011.

EASIER Data must be made available for Certified Enrollment by October 10, 2010.
The certification deadline for Certified Enrollment and Fall 2011 EASIER is October 15, 2011.

Remember to keep your contact information current for the Project EASIER, BEDS, and State ID systems. Access this information from the Application Menu under "EASIER/BEDS/ID Contact Persons".

E

1. [Submit File](#)
2. [Edit, Review, and Approve File Data](#)
3. [Review and Certify District Data](#)

- [Special Modification Control](#)

C

Software Status
Click links below to view issues

[Vendor Development](#)
[Administrator's Plus version 2.0.7](#)
[eSIS](#)
[Infinite Campus 2010.1015](#)
[JMC 3.7_build 122107](#)
[Pentamotion StudentPlus v5.6](#)
[Pinnacle](#)
[PowerSchool Fall/Spring Submission Report Version 3.3](#)
[School Matrix](#)
[Schoolmaster Network Edition - 5.50c, District Edition - 1.50c](#)

[Modify vendor status](#)

D



For assistance, contact:
[Margie Hanson](#) 515-281-3214
[Rachel Kruse](#) 515-281-4153
[Gary Kirchhoff](#) 515-281-6278

Any available consultant: 515-242-5976

Let's break this page into the different parts:

PART A. The message in red clearly tells you your district's status for this collection. A district is not finished until the district is certified.

PART B. If there is a message in the shaded box – please take the time to read it. It will give you relevant information about timeframes, deadlines, and procedures.

PART C. Software Status provides you relevant information regarding the status of your vendor. You can click on a Vendor to find any known issues/comments. Please make sure your vendor has been approved to submit files before sending any test files.

PART D. Contact information. Never hesitate in contacting any of the EASIER consultants with questions or concerns. Their names and phone numbers are listed on the bottom of nearly every EASIER page from here on in, and their names are hyper links to their email address.

You may also call (515) 242-5976 for any available consultant. Please appreciate the fact that as deadlines draw nearer, our phones become busier – but we ALWAYS return calls of those who leave a message and phone numbers

PART E. Steps involved from file upload to file certification. Files are uploaded into 'one system' and moved into another 'system' once errors are corrected and files are approved. Given the status of your file you will click into the respective step to review and/or work with your file(s).

FILE PROCESSING—Submit File



1. [Submit File](#)
2. [Edit, Review, and Approve File Data](#)
3. [Review and Certify District Data](#)

Clicking on Submit File will display the screen shown below. There are multiple parts to submitting your file and each will be described.

EASIER - Submit File

Select Your File:

Browse...

Upload Selected File

Please click the Upload button only once.
Upload time may vary depending on the size of the file being submitted.

◀ Back to Previous Page

Start by clicking on the 'Browse' button and direct it to the file you created for submission – click 'Open' to select the file and then click the 'Upload Selected File' button. The file will be uploaded into the EASIER system.

As the file is being uploaded into the EASIER system, it will go through a series of validation checks.

Your file will also be assigned a file id once it has made it through the first set of validations . Please keep a record of this number for future reference

EASIER - Upload Result

Your file "newton test.txt" has been received and has been assigned **File ID 2676.**
Your file is now ready to be loaded into the EASIER system.

Click "Continue" below to move to the next step, or you will be
automatically forwarded to the next step in 2 minutes.

Continue to Next Step ▶



Note: Sometimes your file may not reach the File ID dialogue and instead you may receive one of the below screens (or one like them) indicating a File Error.

If you do - Do Not Panic!

Contact one of the staff listed for assistance and they will be able to assist you in what to do next.

EASIER - File Error

The following error has been found with File ID 15: Invalid Header in File

Please contact the Department of Education for assistance.

[Main Menu](#)



For assistance, contact:

[Margie Hanson](#) 515-281-3214
[Rachel Kruse](#) 515-281-4153
[Gary Kirchhoff](#) 515-281-6278

Any available consultant: 515-242-5976

EASIER - File Error

The following error has been found with File ID 16: Incorrect Field Count in Record 2 in File

Please contact the Department of Education for assistance.

[Main Menu](#)



For assistance, contact:

[Margie Hanson](#) 515-281-3214
[Rachel Kruse](#) 515-281-4153
[Gary Kirchhoff](#) 515-281-6278

Any available consultant: 515-242-5976



Tip: You may have opened your file in Excel or a word processing program and then saved it as a text file.

Hint: Do not open the exported file in another program before submitting your file.

EASIER - Upload Result

Your file "newton test.txt" has been received and has been assigned **File ID 2676**.
Your file is now ready to be loaded into the EASIER system.

Click "Continue" below to move to the next step, or you will be automatically forwarded to the next step in 2 minutes.

Continue to Next Step ►

If all went well and you received the above dialog, record the File ID number and click 'Continue to Next Step' to read the Student Records.

EASIER - Reading Student Records

Your file has been loaded into the EASIER system.
The system will now check for errors in the file (**File ID = 2676**) based on the Iowa Department of Education's data dictionary.

Click "Continue" below to move to the next step, or you will be automatically forwarded to the next step in 2 minutes.

Continue to Next Step ►

Click 'Continue to Next Step' to complete the data validations.

EASIER - Validation

Data validation has completed on your file.
Please continue to the next step to view your file summary.
You will be automatically forwarded to the next step in 2 minutes.

Continue to Next Step ►

You may receive a message to wait while the system is either Reading or Validating your information. This is usually a short time depending on the size of your file.



Tip: Relax. Take a break and get another cup of coffee, but only a half cup if it is a small file.

Once the validations have completed, click 'Continue to Next Step' to view the File Summary page.

A EASIER - File Summary (File ID 2676)

██████████ School District

B

Error and Warning List

View and Correct ▶	Data Validation Errors	1
View and Correct ▶	Data Validation Warnings	17

- Review your errors and warnings
 - Modify your data to address the errors or warnings using the "View and Correct" buttons above
 - After modifying your data, you must repeat validation to check your file again
 - You must address all errors to continue to the next step
 - If you have more than 30 errors of any type, you must submit a new file after modifying the data in your student information system

[◀ Back to Previous Page](#) [🚫 Abandon this File 🚫](#) [🔄 Repeat Data Validation](#)

C

Records Summary

View ▶	Schools	9
View ▶	Students	3728
View ▶	Courses	511
View ▶	Suspensions / Expulsions	964
View ▶	Program Indicators / Data Elements...	

C.2 →

- Review the brief summary of the data in your file
 - Click the "View" buttons to see detailed listings in each category
 - If you no longer wish to work with this file, you may abandon it
 - Once you have addressed all errors above, you may continue to the next step

[◀ Back to Previous Page](#) [🚫 Abandon this File 🚫](#) [Fix Errors to Continue](#)

Again, let's break this into the different parts...

PART A. This is your File ID – the number that was assigned during the upload. This is the best reference if you have any questions about a file so please keep track of which files belong to which buildings.

PART B. We will come back to this one in a moment.

PART C. Records Summary: This is the best place to start in determining whether your file is 'complete' or not. If there are supposed to be hundreds of students in this file, and the Records Summary table is telling you there are only 35 students – there is an issue with the extract and you probably want to Abandon this File at this point. The same is true for the courses (most likely relevant at the 7-12 grade levels), suspensions/expulsions, etc.

PART C2. Program Indicators/Data Elements link (Clicking on the "View") will show you even more summary numbers. Elements with a value of 0 are highlighted in BOLD RED to help ensure that your preliminary counts are at least 'in the ballpark'.

NOTE: Part C and what is shown in Part C.2 (on the next page) are not your final numbers, they are offered only as a summary to help you determine the degree of 'completeness' of your file.

EASIER - Program Indicators / Data Elements in the Submitted File

The data element counts on this page include all students in your file

Category	Count
Total Student Count	3,728
CPI Dual Enrolled for Activities	22
Dropout	26
At Risk	1,163
Charter School	0
Foster Care	17
Preschool Attendance	66
Free / Reduced Lunch	941
Gifted / Talented	303
IEP	539
Early Intervening Services	0
Section 504	14
Migrant	0
Homeless	1
Immigrant	0
ELL	18
ACT Composite Score	145
Title I Targeted Assistance Reading	192
Title I Targeted Assistance Mathematics	0
Title I School Choice	0
Preschool Program	122
Preschool Meeting Standards	125
Kindergarten Literacy Assessment	264
High School Completers	228

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PART B. If the File Summary numbers and the Program Indicators / Data Elements numbers look okay, you can proceed with your Errors and Warnings

Error and Warning List

View and Correct ▶	Data Validation Errors	37
View and Correct ▶	Data Validation Warnings	17

Each file is allowed up to 30 errors before you are required to submit a new file. Regardless of the number of errors, it is highly recommended that districts use these error/warning messages to make the necessary corrections and updates to their SIS and submit new files.

You can do a quick review of Errors and Warning at this point or return to this list in the “Edit, Review, and Approve File Data” dialog screen as discussed next.

FILE PROCESSING—Edit, Review and Approve File Data

Selecting File to Edit:

1. [Submit File](#)
2. [Edit, Review, and Approve File Data](#)
3. [Review and Certify District Data](#)

Clicking on the “Edit, Review and Approve File Data”, after your first file upload was successful, you will see a screen like the one below.

Filter File List By:

— Select view — ▾

ALL FILES: All Uploaded Files

File ID	File Name	Size	Time File Created	Time File Submitted	Current Status		SIS	Version
26	Newman Catholoc Secondary Text Changes Last1c No Headers no tabs.txt	373063	6/1/2011 11:37:00 AM	7/26/2011 8:45:00 AM	File Checked for Errors / Warnings	View	PowerSchool	6.2.2.2.0105

[◀ Back to Previous Page](#)

If you have only submitted one file and your screen looks like the one above then you may want to skip to page 16, but if your screen looks like below then you may not want to skip the next instructions.

After clicking on the “Edit, Review and Approve File Data”, after multiple files have been uploaded, you may see a screen that looks like this one. This is when you may want to use the “Filter File List By:” pop up to limit what files you see on the screen.

Filter File List By:

— Select view — ▾

ALL FILES: All Uploaded Files

File ID	File Name	Size	Time File Created	Time File Submitted	Current Status		SIS	Version
20	Newman Catholoc Secondary Text Changes Last1c No Headers no tabs.txt	373063	6/1/2011 11:37:00 AM	7/12/2011 2:51:00 PM	File Checked for Errors / Warnings	View	PowerSchool	6.2.2.2.0105
19	Newman Catholoc Secondary Text Changes Last1b No Headers Full no tabs.txt	373037	6/1/2011 11:37:00 AM	7/12/2011 2:31:00 PM	File Abandoned	View	PowerSchool	6.2.2.2.0105
18	Newman Catholoc Secondary Text Changes Last1 No Headers full no tabs.txt	373063	6/1/2011 11:37:00 AM	7/12/2011 1:10:00 PM	File Abandoned	View	PowerSchool	6.2.2.2.0105
17	Newman Catholoc Secondary Text Changes Last1 No Headers Short no tabs.txt	10962	6/1/2011 11:37:00 AM	7/12/2011 12:21:00 PM	File Abandoned	View	PowerSchool	6.2.2.2.0105
16	Newman Catholoc Secondary Text Changes final2a no header-column Small Set no tabs.txt	9033			File Registered with EASIER	View	No SIS Data	
15	Newman Catholoc Secondary Text Changes final2a no header-column Small Set.txt	14557			File Registered with EASIER	View	No SIS Data	
11	Newman Catholoc Secondary Changes final2a no tabs 2011-12.txt	354363	6/1/2011 11:37:00 AM	7/11/2011 1:49:00 PM	File Checked for Errors / Warnings	View	PowerSchool	6.2.2.2.0105

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Note that some of the files here are shown on the screen in Red and the Current Status shows them as “File Abandoned”. This is when you may want to use the “Filter File List By:” pop up to limit what files you see on the screen.

By selecting the “Usable Files” choice you can see that the list is considerably shorter and only files that can still be used are shown.

Filter File List By:

USABLE FILES: All **Further Processing**

File ID	File Name	Size	Time Created	Time Submitted	Current Status		SIS	Version
20	Newman Catholoc Secondary Text Changes Last1c No Headers no tabs.txt	373063	6/1/2011 11:37:00 AM	7/12/2011 2:51:00 PM	File Checked for Errors / Warnings	View	PowerSchool	6.2.2.2.0105
11	Newman Catholoc Secondary Changes final2a no tabs 2011-12.txt	354363	6/1/2011 11:37:00 AM	7/11/2011 1:49:00 PM	File Checked for Errors / Warnings	View	PowerSchool	6.2.2.2.0105

◀ Back to Previous Page

To remove a file from usage click on the “View” button of the file you may want to remove and you will be given the options of Back to Previous Page, Abandon This File and Repeat Data Validation. If you click on “Abandon This File” you will be given a chance to “Confirm” or “Cancel” your choice. If you choose Confirm then the file’s status will change to Abandoned. If you suddenly realize that you actually did Abandon the wrong file—don’t panic. Contact one of us at the state and we have the ability to still Un-Abandon your file for up to two days.

If we “View” File ID 11 in the list above we find that it has a large number of errors (as shown below) and knowing that File ID 20 is the same file with fewer errors makes File ID 11 an ideal candidate to be abandoned.

Newman Catholic School System

Error and Warning List

View	Data Validation Errors	2238
View	Data Validation Warnings	32

- Review your errors and warnings
 - Modify your data to address the errors or warnings using the “View and Correct” buttons above
 - After modifying your data, you must repeat validation to check your file again
 - You must address all errors to continue to the next step
 - If you have more than 30 errors of any type, you must submit a new file after modifying the data in your student information system

◀ Back to Previous Page [Abandon this file](#) ⬆ Repeat Data Validation

Now that we have a file submitted we can take a closer look at the errors and warnings in order to make corrections to the data and to be one step closer to approving the data and certifying our district’s information.

FILE PROCESSING—Edit, Review and Approve File Data

Viewing Errors:

1. [Submit File](#)
2. [Edit, Review, and Approve File Data](#)
3. [Review and Certify District Data](#)

Filter File List By:

ALL FILES: All Uploaded Files

File ID	File Name	Size	Time File Created	Time File Submitted	Current Status		SIS	Version
26	Newman Catholic Secondary Text Changes Last1c No Headers no tabs.txt	373063	6/1/2011 11:37:00 AM	7/26/2011 8:45:00 AM	File Checked for Errors / Warnings	View	PowerSchool	6.2.2.2.0105

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Clicking on the “Edit, Review and Approve File Data”, gives you the list of files that have been submitted. If you have only one File showing as above or know which file you want to Edit, click on the “View” button of that File to open the screen into the View and Correct Errors screen.

EASIER - View and Correct Errors

Errors are generated during Data Validation if data in your file is missing or invalid. The Error Descriptions on the following pages identify the fields creating these errors.

Errors must be corrected to continue processing this file.

This file has errors that cannot be fixed in this application. Click "View" below for more information.

View	Errors Related to Student Demographic Data
View	Errors Related to Suspensions and Expulsions
View	Errors Related to Enrollment Records *

* Note: This category contains errors that cannot be fixed in this application

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Note: An asterisk (*) by any of the error categories represents a ‘fatal error’. This means there is at least one error in this category that will prevent you from continuing on with this file. If this happens, you will need to correct that error in your SIS and submit a new file. Three of the most common ‘fatal errors’ include 1) Using a retired (or invalid) stateid for a student; 2) Not having a removal record for a student that has been exited with an Expulsion Code; and 3) Local Course Section Number is missing.

If your list of errors does not include an Asterik (*), and your file has fewer than 30 errors, you will be given the option to make corrections on the EASIER file with a New Value field. If you choose this option it is important that these same corrections get made in your SIS. Any errors that are NOT corrected in your SIS will generate the same errors during the next upload. It is highly recommended that you print off the errors, go back to your SIS, make the needed corrections and upload a new file.

If you click on the error category you will get a list of the errors by student. Below is an example of a file with some Demographic, Curriculum and Enrollment errors and what you would see if you clicked on “View and Correct” for each one.

EASIER - View and Correct Errors

Errors are generated during Data Validation if data in your file is missing or invalid. The Error Descriptions on the following pages identify the fields creating these errors.

Errors must be corrected to continue processing this file.

View and Correct	Errors Related to Student Demographic Data
View and Correct	Errors Related to Curriculum Data
View and Correct	Errors Related to Enrollment Records

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Tip: This is a good time to print out the errors so that you can mark the changes and then make sure that the changes also get updated in your SIS system. This is especially critical if you are going to make changes directly online.

EASIER - View and Correct Student Demographic Data Errors

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Errors Related to Student Demographic Data

School	State Student ID	Local Student ID	Student Name	Error Description	Value	New Value
8105	4257169589	68	Acosta, Caitlin	Entry Date in District must be a valid date in the format of MM/DD/YYYY		<input type="text"/>
8105	3732783984	454	Baird, Jay	Race / Ethnicity information is incomplete, Please click on the student name to correct	0	Please Select a Value
8105	3128383373	82	Follman, Blake	Entry Date in District must be a valid date in the format of MM/DD/YYYY		<input type="text"/>
8105	4214486964	552	Hartsell, Sarah	Race / Ethnicity information is incomplete, Please click on the student name to correct	0	Please Select a Value
8105		203	Smith, Jenna	State Student ID must be a valid 10-digit number		<input type="text"/>

[Save the New Values](#)

EASIER - View And Correct Course Errors

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Errors Related to Courses

School	Local Course Number	Local Course Name		Error Description	Value	New Value
8105	10011NH	NIACC Composition and Speech II	Details	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	10013NH	NIACC Art Appreciation	Details	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	10033NH	NIACC Sports Nutrition	Details	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	1008NH	NIACC Composition II	Details	Common Course Number is not valid	0001	<input type="text" value="0001"/>
8105	1009NH	NIACC Composition I	Details	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	3000NH	NIACC Field Experience & Seminar	Details	Section Delivery Method must be a value of 1 through 6		<input type="text" value="Please Select a Value"/>
8105	37NH	NIACC Int Teaching	Details	Common Course Number is missing for college-credit course provided by a community college		<input type="text"/>
8105	37NH	NIACC Int Teaching	Details	SCED Carnegie Unit must be greater than 0.00 for Course Origination 2, 3, 4, 5, 6, 7, 8, 9, or 10	19151c00000	<input type="text" value="19151c00000"/>

[Save the New Values](#)

EASIER - View and Correct Enrollment Record Errors

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Errors Related to Enrollment Records

School	State Student ID	Local Student ID	Student Name		Error Description	Value	New Value
8105	9798429938	11160	Fuerhoff, Katherine	Details	Days Enrolled cannot be 0 for a student with an FTE > 0.00 whose Enrollment Period has not ended	0	<input type="text" value="0"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Exit Date is required for student with more than one Enrollment Period		<input type="text"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Exit Date is required for student with more than one Enrollment Period		<input type="text"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Exit Date is required when Exit Code is present		<input type="text"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Resident County must be a valid 2-digit number		<input type="text" value="Please Select a Value"/>
8105	6807318204	11656	Gallien, Kayla	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	2899026653	11664	Kirkpatrick, Breana	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	7097467632	11688	Lopez, Andrew	Details	Entry Date cannot precede Entry Date into District	01/27/2011	<input type="text" value="01/27/2011"/>
8105	4628725578	11669	Metros, Kiersten	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	4661524822	351	Timmons, Emily	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>

[Save the New Values](#)

Note that on each of the screens the data is based on individual students and their records as reported to EASIER. There may be more than one error per student but many times multiple errors may be created by only one problem.

FILE PROCESSING—Edit, Review and Approve File Data

Viewing Warnings:

Data validation Warnings are considered “Yellow Flags”. This means that a warning is an item that needs to be checked because there are instances where it may be the correct answer and instances when it may be the wrong answer. An example may be that the SCED course code shows course as worth more than 1.0 Carnegie units. This may be true if this is a Vocational course but probably not true for an English course. Another example is a teacher folder number may not have been reported in the Fall BEDS reporting time because they didn’t start until midyear.

Error and Warning List

View and Correct ▶	Data Validation Errors	24
View and Correct ▶	Data Validation Warnings	28

- Review your errors and warnings
 - Modify your data to address the errors or warnings using the "View and Correct" buttons above
 - After modifying your data, you must repeat validation to check your file again
 - You must address all errors to continue to the next step
 - If you have more than 30 errors of any type, you must submit a new file after modifying the data in your student information system

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[STOP Abandon this File STOP](#)
[↕ Repeat Data Validation](#)

EASIER - View And Correct Course Warnings

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Warnings Related to Courses

School	Local Course Number	Local Course Name		Error Description	Value	New Value
8105	13NH	Religion IV	Details	Section Teacher Folder Number does not match active Teacher Folder Number in your district	9999999	<input type="text" value="9999999"/>
8105	6EXBD	6 Band	Details	Section Teacher Folder Number does not match active Teacher Folder Number in your district	979701	<input type="text" value="979701"/>
8105	6LAR	6 Language Arts	Details	Section Teacher Folder Number does not match active Teacher Folder Number in your district	366428	<input type="text" value="366428"/>
8105	6RED	6 Reading	Details	Section Teacher Folder Number does not match active Teacher Folder Number in your district	366428	<input type="text" value="366428"/>
8105	78EXBD	Band	Details	Section Teacher Folder Number does not match active Teacher Folder Number in your district	979701	<input type="text" value="979701"/>
8105	8LAR	8 Language Arts	Details	Section Teacher Folder Number does not match active Teacher Folder Number in your district	366428	<input type="text" value="366428"/>
8105	8LAR	8 Language Arts	Details	Section Teacher Folder Number does not match active Teacher Folder Number in your district	366428	<input type="text" value="366428"/>
8105	8NH	Study Hall	Details	Section Teacher Folder Number does not match active Teacher Folder Number in your district	9999999	<input type="text" value="9999999"/>

FILE PROCESSING—Edit, Review and Approve File Data

Editing Errors - Students:



Note: Any modifications or changes you make online must also be entered into your SIS system.

Select the section you wish to edit—Demographics, Curriculum or Enrollment.

EASIER - View and Correct Errors

Errors are generated during Data Validation if data in your file is missing or invalid. The Error Descriptions on the following pages identify the fields creating these errors.

Errors must be corrected to continue processing this file.

View and Correct	Errors Related to Student Demographic Data
View and Correct	Errors Related to Curriculum Data
View and Correct	Errors Related to Enrollment Records

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Editing errors can be done from your view screen. You will be able to enter “different” information into a field on the screen you are viewing or you will be presented a list of available entries where you can make a selection.

EASIER - View and Correct Student Demographic Data Errors

Click name to access additional fields to change

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Errors Related to Student Demographic Data

School	State Student ID	Local Student ID	Student Name	Error Description	Value	New Value
8105	4257169589	68	Acosta, Caitlin	Entry Date in District must be a valid date in the format of MM/DD/YYYY		<input type="text"/>
8105	3732783984	454	Baird, Jay	Race / Ethnicity information is incomplete, Please click on the student name to correct	0	Please Select a Value
8105	3128383373	82	Follman, Blake	Entry Date in District must be a valid date in the format of MM/DD/YYYY		<input type="text"/>
8105	4214486964	552	Hartsell, Sarah	Race / Ethnicity information is incomplete, Please click on the student name to correct	0	Please Select a Value
8105		203	Smith, Jenna	State Student ID must be a valid 10-digit number		<input type="text"/>

[Save the New Values](#)

Enter/Change Data

Check List

If you have chosen Demographics you will note that the students name is highlighted in blue on the screen. By clicking on the students name you are given a second way to make changes. Clicking the name will move you to a screen that gives many areas that can be changed. Make sure you understand what the error is and what needs to be changed to correct the error if you use this screen.

In this example for the first student, the Entry date in the District is missing and by clicking on the students name, this shows a second location where the date can be entered into the screen and the error is solved. However you may find that in examining an error you will find that the error is actually caused by an incorrect entry in another field (see the example for the Enrollment records for this type of situation).

Note all of the fields that can be changed and there are many more if you scroll down on your screen. In this case, the one we want to change is the “Entry Date into District” and it is on the first screen. Click on the field and enter the correct information. Click “Save Changes” at the top of the screen (if you had to scroll down to get to the correct field, you will have to scroll back to get to the top of the screen) and you will receive a message telling you: “Student Update Successful”. Now you can close this screen. If you close before you Save you get to make the change all over again.

As you get used to working with the screens you will learn the easiest method to make corrections.

EASIER - Modify Student - Acosta, Caitlin

Save Changes

Close

Data Element	Current Value	New Value
Basic Student Information		
State Student ID	4257169589	
School Number	8105	<input type="text" value="8105"/>
Local Student ID	68	
Birth Date	02/08/1999	<input type="text" value="02/08/1999"/> Select Date
Grade Level	06	<input type="text" value="(06) Sixth"/> ▼
Hispanic	0	<input type="text" value="(0) No"/> ▼
American Indian or Alaska Native	0	<input type="text" value="(0) No"/> ▼
Asian	0	<input type="text" value="(0) No"/> ▼
Black or African American	0	<input type="text" value="(0) No"/> ▼
Native Hawaiian or Other Pacific Islander	0	<input type="text" value="(0) No"/> ▼
White	1	<input type="text" value="(1) Yes"/> ▼
Gender	F	<input type="text" value="(F) Female"/> ▼
Homeroom Teacher Folder Number		<input type="text"/>
Entry Date into District		<input type="text"/> Select Date
Indicators		
Charter School	0	<input type="text" value="(0) No"/> ▼ This element does not apply to your district
Preschool Attendance	0	<input type="text" value="(0) No"/> ▼
Title I Reading	0	<input type="text" value="(0) No"/> ▼
Title I Math	0	<input type="text" value="(0) No"/> ▼
Title I School Choice	99	<input type="text" value="(99) Not Applicable"/> ▼
School Offering Title I School Choice		<input type="text"/>
Title I Supplemental Services	99	<input type="text" value="(99) Not Applicable"/> ▼
Free Lunch	0	<input type="text" value="(0) No"/> ▼
Reduced Lunch	0	<input type="text" value="(0) No"/> ▼
IEP	0	<input type="text" value="(0) No"/> ▼

FILE PROCESSING—Edit, Review and Approve File Data

Editing Errors - Curriculum:

Editing errors Related to Curriculum Data is done from the course and changes can be done from your view screen the same as on the student demographic screen. You will be able to enter “different” information into a field on the screen you are viewing or you will be presented a list of available entries where you

EASIER - View And Correct Course Errors

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Errors Related to Courses

School	Local Course Number	Local Course Name		Error Description	Value	New Value
8105	10011NH	NIACC Composition and Speech II	Details	Section Delivery Method must be a value of 1 through 6		Please Select a Value ▾
8105	10013NH	NIACC Art Appreciation	Details	Section Delivery Method must be a value of 1 through 6		Please Select a Value ▾
8105	10033NH	NIACC Sports Nutrition	Details	Section Delivery Method must be a value of 1 through 6		Please Select a Value ▾
8105	1008NH	NIACC Composition II	Details	Common Course Number is not valid	0001	0001
8105	1009NH	NIACC Composition I	Details	Section Delivery Method must be a value of 1 through 6		Please Select a Value ▾
8105	3000NH	NIACC Field Experience & Seminar	Details	Section Delivery Method must be a value of 1 through 6		Please Select a Value ▾
8105	37NH	NIACC Int Teaching	Details	Common Course Number is missing for college-credit course provided by a community college		
8105	37NH	NIACC Int Teaching	Details	SCED Carnegie Unit must be greater than 0.00 for Course Origination 2, 3, 4, 5, 6, 7, 8, 9, or 10	19151c00000	19151c00000

Save the New Values

Different on this screen is that you are given a Details choice that is highlighted in Blue. By clicking on Details you will be given a screen of all of the fields in the course record. This screen is a view only and you must click the word Modify (highlighted in blue on the screen) to take you to a screen where any of the values may be changed.

Course Information						
School	Local Course Number	Local Course Title	Common Course Number	Accreditation Program Area	Course Origination	SCED Course Code
8105	10011NH	NIACC Composition and Speech II		0	1	0

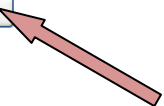
[Modify](#)

Section Information						
Local Course Section	Section Start Indicator	Section Teacher Number	Folder	Institution Providing Section	Section FTE for Supplementary Weighting	Section Delivery Method
1	0	198742		4131	0.000	

Note that all of the fields that can be changed are shown on this screen. In this case, the one we want to change is the “Section Delivery Method” and it is a pop-up list. Click on the field and select the correct information.

Course Information	
Data Element	Value
School	8105
Local Course Number	10011NH
Local Course Title	NIACC Composition and Speech II
Common Course Number	<input type="text"/>
Accreditation Program Area	Current Value: 0 <input type="button" value="v"/>
Course Origination	Current Value: 1 <input type="button" value="v"/>
SCED Course Code	0 <input type="text"/>

Section Information					
Local Course Section	Section Start Indicator	Section Teacher Folder Number	Institution Providing Section	Section FTE for Supplementary Weighting	Section Delivery Method
1	Current Value: 0 <input type="button" value="v"/>	198742	Current Value: 4131 <input type="button" value="v"/>	0.000	Current Value: <input type="button" value="v"/>



Current Value:
 (1) Face to Face
 (2) Internet
 (3) ICN
 (4) IPTV
 (5) Satellite
 (6) Other

Click “Save Changes” at the bottom of the screen and you will receive a message telling you: “Student Update Successful”. Now you can close this screen. If you make changes on the first screen you must click “Save the New Values” button (see the arrow on the previous page). If you close before you Save you get to make the changes all over again.



Reminder: Any modifications or changes you make online must also be entered into your SIS system.

FILE PROCESSING—Edit, Review and Approve File Data

Editing Errors - Enrollment:

Editing errors Related to Enrollment Records is done from a combination of the student record and the enrollment record. Changes can be done from your view screen, the same as on the student demographic screen, if the error that needs to be corrected is on the screen. You will be able to enter “different” information into a field on the screen you are viewing or you will be presented a list of available entries where you can make a selection. Again the same as the Student screen.

EASIER - View and Correct Enrollment Record Errors

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Errors Related to Enrollment Records

School	State Student ID	Local Student ID	Student Name		Error Description	Value	New Value
8105	9798429938	11160	Fuerhoff, Katherine	Details	Days Enrolled cannot be 0 for a student with an FTE > 0.00 whose Enrollment Period has not ended	0	<input type="text" value="0"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Exit Date is required for student with more than one Enrollment Period		<input type="text"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Exit Date is required for student with more than one Enrollment Period		<input type="text"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Exit Date is required when Exit Code is present		<input type="text"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	9798429938	11160	Fuerhoff, Katherine	Details	Resident County must be a valid 2-digit number		<input type="text" value="Please Select a Value"/>
8105	6807318204	11656	Gallien, Kayla	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	2899026653	11664	Kirkpatrick, Breana	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	7097467632	11688	Lopez, Andrew	Details	Entry Date cannot precede Entry Date into District	01/27/2011	<input type="text" value="01/27/2011"/>
8105	4628725578	11669	Metros, Kiersten	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>
8105	4861524822	351	Timmons, Emily	Details	Receiving Educational Services must be 99 if student is not exited with Expulsion or Illness	0	<input type="text" value="Please Select a Value"/>

[Save the New Values](#)

Different on this screen is that you are given a Details choice that is highlighted in Blue and a Student Name choice that is also highlighted in Blue.

The Student Name selection gives you the exact same screens as when editing the student screens as shown in the description of Editing Errors—Students.

By clicking on Details you will be given a screen of all of the fields in the enrollment record. This screen, just as with the course screen, is a view only and you must click the word Modify (highlighted in blue on the screen) to take you to a screen where any of the values may be changed.

This is the section that the error or errors displayed may not be the problem. You will note that in the example screen above that there are six errors for the first student. After looking at the information in the SIS it was found that there were two enrollment records for which the first record did not have an exit date entered. By entering only that date, four errors will be corrected as those error checks were created as a result of one field missing information.

The next hurdle is making sure that the correct record is changed since we have two records with errors that they are missing an exit date. Below I have shown the details for errors two and three. Note that the only difference you can quickly see is that the “Modify” is shown on different records. Without further evaluation of these records it is hard to determine which record should be changed.

School	State Student ID	Local Student ID	Student Name	Entry Date	Entry Code	CPI Dual Enrollment	FTE	Days Enrolled	Days Present	Days Unexcused	
8105	9798429938	11160	Fuerhoff, Katherine	08/17/2010	1	99	1.00	179	168.0	0	
Modify	8105	9798429938	11160	Fuerhoff, Katherine	08/17/2010	1	99	1.00	0	0.0	0

E											
	School	State Student ID	Local Student ID	Student Name	Entry Date	Entry Code	CPI Dual Enrollment	FTE	Days Enrolled	Days Present	Days Unexcused
Modify	8105	9798429938	11160	Fuerhoff, Katherine	08/17/2010	1	99	1.00	179	168.0	0
	8105	9798429938	11160	Fuerhoff, Katherine	08/17/2010	1	99	1.00	0	0.0	0

It may be easier to look closer at the list of errors and choose another record that gives us a hint as to which record actually has the error. The record below tells us that this record has an Exit Code but no exit date. This gives us the clue that this record needs an exit date.

8105	9798429938	11160	Fuerhoff, Katherine	Details	Exit Date is required when Exit Code is present	<input type="text"/>
------	------------	-------	-------------------------------------	-------------------------	---	----------------------

On this record we could also just add the correct exit date on the screen and click “Save the New Values”.

We can also click the “Details” and note that the “Modify” button is on the second record that also shows 0 Days Enrolled. By now clicking the “Modify” button we are given the correct record with all of the Enrollment fields and the Exit Date Highlighted in red on the screen, as shown on the next page. Enter the correct date and click “Save Changes”.

Use whichever method you feel comfortable with.

School	State Student ID	Local Student ID	Student Name	Entry Date	Entry Code	CPI Dual Enrollment	FTE	Days Enrolled	Days Present	Days Unexcused	Resident District	Resident County
8105	9798429938	11160	Fuerhoff, Katherine	08/17/2010	1	99	1.00	179	168.0	0	4131	17
Modify	8105	9798429938	11160	Fuerhoff, Katherine	08/17/2010	1	99	1.00	0	0.0	0	4131

Project EASIER Web Application: BEDS Processing

Enrollment Period Information	
Data Element	Value
School	8105
State Student ID	9798429938
Local Student ID	11160
Student Name	Fuerhoff, Katherine
Entry Date	08/17/2010
Entry Code	Current Value: 1
CPI Dual Enrollment	Current Value: 99
FTE	1.00
Days Enrolled	0
Days Present	0.0
Days Unexcused	0
Resident District	Current Value: 4131
Resident County	Current Value:
Accountable District	Current Value:
Nonpublic School Number	Current Value:
Foster Care	Current Value: 0
Service Provider / Facility	
Service / Facility Type	Current Value: 99
Exit Date	
Exit Code	Current Value: 14
Receiving Svcs	Current Value: 0
Destination Code	Current Value: 99
Destination Location	Current Value:
Record Sequence	02

Save Changes



Reminder: Once again, the reminder to save changes and to make any modifications or changes you make online must also be entered into your SIS system.

EASIER—File Summary

Repeating Data Validation:

The final step, after making changes to your online file is to “Repeat Data Validation”. This is done by returning to the Error and Warning List screen and clicking on the “Repeat Data Validation” button on the screen.

Error and Warning List

View and Correct ▶	Data Validation Errors	24
View and Correct ▶	Data Validation Warnings	28

- Review your errors and warnings
 - Modify your data to address the errors or warnings using the "View and Correct" buttons above
 - After modifying your data, you must repeat validation to check your file again
 - You must address all errors to continue to the next step
 - If you have more than 30 errors of any type, you must submit a new file after modifying the data in your student information system

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STOP Abandon this File STOP

↕ Repeat Data Validation

This process does the same validation as when you first submitted your file and gives you a new count on your errors and warnings depending on what you have changed. You can do this as many times as you would like.

As you can see below the changing of the one date in the enrollment record corrected four of our errors.

Error and Warning List

View and Correct ▶	Data Validation Errors	20
View and Correct ▶	Data Validation Warnings	28

You need to repeat the editing of errors until that number reaches 0 before you can continue into the review of the data elements in your file.

Next is Data Validation Warnings.

EASIER—File Summary

Data Validation Warnings:

Editing warnings process is exactly the same as is done in editing errors with the exception that Warnings are just that—warnings. They will not stop you from completing the EASIER certification but are items that have the ability to have more than one correct answer depending on the information for the warning.

This creates a situation where your school will have to make a decision on which answer is correct. From this sample data file we will give one example of where a warning is displayed but what is in the system is correct and another example where the information needs to be corrected.

Error and Warning List		
View and Correct ▶	Data Validation Errors	20
 View and Correct ▶	Data Validation Warnings	28

By clicking on the View and Correct next to Data Validation Warnings you will be given a screen such as shown below.

EASIER - View and Correct Warnings

Warnings are generated during Data Validation for questionable data in identified fields.

If there are more than 30 errors in this file, you will not be able to edit this data.

View and Correct ▶	Warnings Related to Curriculum Data
------------------------------------	-------------------------------------

[◀ Back to Previous Page](#)

This example shows that the only warnings that we have are in the Curriculum Data. You may have warnings show in any of the three areas: Student, Curriculum or Enrollment.

The screen (on the next page) shows that all of our warnings are also related to Teacher Folder Numbers and they also all have the same Error Description.

In this example the data was submitted in the Spring and the teacher for the 6th grade and 8th grade Language arts was not hired until the second semester. Since the State BEDS only collects the Teacher Folder Numbers in the Fall, this teacher was not in the Fall report. Therefore, the data is not incorrect but simply needs to be updated from this report.

EASIER - View And Correct Course Warnings

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Warnings Related to Courses

School	Local Course Number	Local Course Name		Error Description	Value	New Value
8105	13NH	Religion IV	Details	Section Teacher Folder Number does not match active Teacher Folder Number in your district	9999999	<input type="text" value="9999999"/>
8105	6EXBD	6 Band	Details	Section Teacher Folder Number does not match active Teacher Folder Number in your district	979701	<input type="text" value="979701"/>
8105	6LAR	6 Language Arts	Details	Section Teacher Folder Number does not match active Teacher Folder Number in your district	366428	<input type="text" value="366428"/>
8105	6RED	6 Reading	Details	Section Teacher Folder Number does not match active Teacher Folder Number in your district	366428	<input type="text" value="366428"/>
8105	78EXBD	Band	Details	Section Teacher Folder Number does not match active Teacher Folder Number in your district	979701	<input type="text" value="979701"/>
8105	8LAR	8 Language Arts	Details	Section Teacher Folder Number does not match active Teacher Folder Number in your district	366428	<input type="text" value="366428"/>
8105	8LAR	8 Language Arts	Details	Section Teacher Folder Number does not match active Teacher Folder Number in your district	366428	<input type="text" value="366428"/>
8105	8NH	Study Hall	Details	Section Teacher Folder Number does not match active Teacher Folder Number in your district	9999999	<input type="text" value="9999999"/>

In the case of the Band instructor, they were on staff last Fall but apparently the 01 in the number was transposed and the actual number should be 979710. This can be corrected here and then saved and “Repeat Data Validation” can be run again to update the submitted information.



Note: All warnings do not have to be cleared but you should check all to make sure that any actual errors are corrected before continuing to the next step.

REVIEWING FILE REPORTS

After the errors are corrected and your warnings have been addressed (corrected only if necessary), you are ready to “Continue to Next Step”.

Records Summary

View ▶	Schools	1
View ▶	Students	347
	Courses	0
	Suspensions / Expulsions	0
View ▶	Program Indicators / Data Elements...	

- Review the brief summary of the data in your file
 - Click the “View” buttons to see detailed listings in each category
 - If you no longer wish to work with this file, you may abandon it
 - Once you have addressed all errors above, you may continue to the next step

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[STOP Abandon this File STOP](#)

[Continue to Next Step ▶](#)

This will give you the chance to take a close look at each data element in your file and make sure the student counts for each element (and the students) are accurate.

EASIER - Preview BEDS Data (File ID 2673)

Comm School District

These reports reflect the data in the current file.
IT IS IMPORTANT TO REVIEW ALL OF THESE ITEMS.
After items have been reviewed, “Approve File” to include this file in certification.

All data in this file is presented for review.
Italicized items are excluded from certification.

Teacher Data

Homeroom Teacher Folder Number
Section Teacher Folder Number

Enrollment Data

Status	Details
Most Recent Enrollment Period	<i>GPI Dual Enrollment</i>
Entry Code -- Active Students	FTE
Entry Code / Resident District	Attendance
Exit Code -- Inactive Students	Days Unexcused
Exit Code / Destination Code	Resident County
Dropout	Accountable District
Enrollment Period History	Nonpublic School Number
<i>Foster Care Claim</i>	<i>Foster Care</i>
	Service Provider / Facility
	Service / Facility Type
	Receiving Educational Services
	Destination Location

Student Data

Quick View

Basic Student Information

Hispanic / Latino
American Indian or Alaska Native
Asian
Black or African American
Native Hawaiian or Pacific Islander
White

Project EASIER Web Application: BEDS Processing

Indicators	
<i>Charter School</i> <i>Preschool Attendance</i> Free Lunch Reduced Lunch IEP Early Intervening Services Section 504	Student Option Transfer Gifted / Talented At-Risk Migrant Homeless Unaccompanied Youth Homeless Student Served Through McKinney-Vento Funds
Immigrant / ELL	Testing / Assessment
Primary / Native Language Immigrant ELL Status ELL Placement Instrument ELL Placement Proficiency ELL Instructional Program	<i>Kindergarten Literacy Assessment</i> ACT Composite Score Reason No State Reading Assessment Score Reason No State Math Assessment Score Reason No State Science Assessment Score
Title I	Graduate Information
Title I Reading Title I Math Title I School Choice Title I Supplemental Services	Diploma Post-Graduation Location Post-Graduation Plan
Services / Programs	Special Use
21st Century Community Learning Center <i>Preschool Program</i> <i>Preschool Program Standards</i> <i>PK Funded by Head Start</i> <i>PK Funded by CDC</i> <i>PK Funded by Empowerment</i> <i>PK Funded by Parent</i> <i>PK Funded by Title I</i> <i>PK Funded by SWVPP</i>	Program 1 Program 2 Program 3
Removal Data	Course Data
Suspensions / Expulsions Removal Type Reason for Removal Weapon Type Unsafe School Choice Offense Total Days Removed by Student Students with Removals Students with No Removals Gun Free School Act Behavior Incident Number	No Courses in File

Elements labeled in italics are ‘non-seasonal’ elements. Although the data should be accurate, this element is not part of your district certification this session.

Each element can be displayed by building (if there is more than one building represented in the file) and each table is presented by grade level, race/ethnicity, and gender

EASIER - Summary Records by Data Element (File ID 2673)

Comm School District

Filter by Building: All

Entry Code

Active Students by Entry Code

[Back to Data Preview Menu](#)

Status

[Most Recent Enrollment Period](#)
[Entry Code -- Active Students](#)
[Entry Code / Resident District](#)
[Exit Code -- Inactive Students](#)
[Exit Code / Destination Code](#)
[Dropout](#)
[Enrollment Period History](#)

Details

[CPI Dual Enrollment](#)
FTE
Attendance
Days Unexcused
Resident County
Accountable District
Nonpublic School Number
Foster Care
Service Provider / Facility
Service / Facility Type
Receiving Educational Services
Destination Location

Jump to:

[Enrollment Data](#)
[Student Data](#)
[Removal Data](#)

[Active Student Enrollment History](#)

All Active Students																
Grade	Hispanic		White		Black		Asian		Pacific Isl.		Nat. Amer.		2+ Races		Total	
	M	F	M	F	M	F	M	F	M	F	M	F	M	F		
PKIEP			4	3			1								8	
PK3	1		8	9											18	
PK4			14	13											27	
00		1	19	26										1	47	
01			14	16										2	32	
02	1	1	20	12											34	
03	1		9	16											26	
04	1	1	16	15											33	
05	1	1	16	15											33	
06	3	1	17	16											37	
Total	8	5	137	141	0	0	1	0	0	0	0	0	0	3	295	

Project EASIER Web Application: BEDS Processing

Within every table, each row heading (i.e., Grade) and column heading (race/ethnicity and gender) are hyperlinked and will take you to the list of students within that row or column heading. Below is an example of what is displayed after clicking into the student level.

Gradelevel: PKIEP

Students and Enrollment Records										
Students whose Most Recent Enrollment Period has not Ended										
Student Name	State Student ID	Local Student ID	School	Grade	Gender	IEP	Birth Date			
GOLDIE		2250	0418	PKIEP	F	1	05/19/2006			
Entry Date	Entry Code	Resident District	FTE	DE	DP	DU	Exit Date	Exit Code	Sequence	Modify
08/19/2010	1	1975	1.00	180	152.0	0			0	
Student Name	State Student ID	Local Student ID	School	Grade	Gender	IEP	Birth Date			
LANDEN		2214	0418	PKIEP	F	1	11/14/2007			
Entry Date	Entry Code	Resident District	FTE	DE	DP	DU	Exit Date	Exit Code	Sequence	Modify
10/26/2010	4	3348	1.00	133	128.0	0			0	
Student Name	State Student ID	Local Student ID	School	Grade	Gender	IEP	Birth Date			
COLLIN		2273	0418	PKIEP	M	1	10/18/2005			
Entry Date	Entry Code	Resident District	FTE	DE	DP	DU	Exit Date	Exit Code	Sequence	Modify
08/19/2010	4	3348	1.00	180	158.5	0			0	

This example displays all of the elements tied to a student's enrollment. As in the file validation process – you can click on [Modify](#) to correct any of these enrollment-related elements (with the exception of Entry Date), or you can click on the student's name to correct demographic or program-related elements (e.g., change IEP status from '1' (Instructional IEP) to '2' (Support Service Only IEP)).

Once you have reviewed each of the file-level reports and have determined the numbers and students are accurate, you can Approve the File

<i>PK Funded by Empowerment</i> <i>PK Funded by Parent</i> <i>PK Funded by Title I</i> <i>PK Funded by SWVPP</i>	
Removal Data	Course Data
Suspensions / Expulsions Removal Type Reason for Removal Weapon Type Unsafe School Choice Offense Total Days Removed by Student Students with Removals Students with No Removals Gun Free School Act Behavior Incident Number	No Courses in File

[◀ Back to Previous Page](#)

[STOP Abandon this File STOP](#)

[Approve File ▶](#)



For assistance, contact:
[Margie Hanson](#) 515-281-3214
[Rachel Kruse](#) 515-281-4153
[Gary Kirchhoff](#) 515-281-6278

Any available consultant: 515-242-5976

GIVE FINAL APPROVAL TO FILE

You will then be given one final summary of the numbers and a reminder of the fileid that you are approving.

EASIER - Give Final Approval to File

By clicking the **CONFIRM** button, this file will be moved to final storage.
This file will be used for district certification. To exit this page,
please click the **CANCEL** button.

Enrollment Data		
All Students	1586	1
BEDS Enrollment	1311	2
Interim Placement	5	3
Dropouts	1	4
Attendance		
Attendance Rate	95.90%	5
Students with Unexcused Days	303	1
Indicators		
Foster Care	5	2
Free Lunch	2	2
Reduced Lunch	119	2
Gifted / Talented	125	2
IEP	153	2
Early Intervening Services	0	2
Section 504	5	2
Student Option Transfer	0	8
Migrant	0	2
At Risk	473	8
Homeless		
Homeless	1	8
Unaccompanied Youth	0	8
Homeless Student Served through McKinney-Vento	0	8
Immigrant / ELL		
Immigrant	0	2
ELL Status	4	2
Title I		
Targeted Reading	82	8
Targeted Math	0	8
School Choice	0	8
Supplemental Services	0	8
Services / Programs		
21st Century Community Learning	0	8
Testing / Assessment		
ACT Composite Score	72	10
Reason No State Reading Assessment	0	1
Reason No State Math Assessment	0	1
Reason No State Science Assessment	0	1
Graduates		
Graduate Status	96	8
Removal Data		
Students / Removals	125 / 392	1

Course Data		
Students / PSEO Courses	27 / 25	1
PSEO Classes for Certified Enrollment	0	11

NOTE:

- 1 All Students
- 2 Active Students and Graduates; Entry Codes 1, 2, 3, 4, 5, 10, 11, 15, 17, 19
- 3 BEDS Entry Codes; Exit Code 27
- 4 BEDS Entry Codes; Exit Codes 4, 6; Grades 7-12
- 5 All Students; Grades PKIEP, PK4 (Grant-funded), PK5 - 12
- 8 All Students; BEDS Entry Codes
- 10 All Students; BEDS Entry Codes; Grades 9-12
- 11 All Students; Entry Codes 6, 8, 9, 12, 14, 21, 23, 27, 29; Grades 9-12; Enrolled in Classes

File ID	File Name	Time File Created	Time File Submitted
33	Newton Test File.txt	4/13/2011 8:57:00 AM	4/20/2011 9:23:00 AM

 Confirm  Cancel



For assistance, contact:

[Margie Hanson](#) 515-281-3214
[Rachel Kruse](#) 515-281-4153
[Gary Kirchhoff](#) 515-281-6278

Any available consultant: 515-242-5976

Again, if the numbers are accurate and you've noted the fileid, click 'Confirm' on the bottom on the page. At that time the file gets moved to your District Certification Page and will be merged with other files submitted from your district as they are approved. Once you've approved a file, you are no longer able to make edits/corrections without rolling the file back to the File-Report level (explained in part D of the next section).

REVIEW AND CERTIFY DISTRICT DATA

Once all of the buildings in the district have submitted and approved files, your district is ready to review and certify the district-level reports (Step #3 on the EASIER application page). This page offers the same type of reports that were reviewed at the file level, but presents the numbers for the district as a whole. This page also provides various notes and links that we will address separately

EASIER CERTIFICATION Spring 2011

School District

A

District is not ready for certification
Students Transferred within District with no Additional Enrollment
End or Change Enrollment with no Additional Enrollment
PSEO amounts do not agree

[Certify District](#) [EASIER Application Menu](#)

[Please Review Potential Student Errors](#)

B

Your Spring 2011 data is compared below with data from Fall 2010.
Reports with changes of +/- 20% from previous reports, or where totals are "0"
below as Warnings.

If your Spring 2011 data is correct, click the checkbox under "Accept Warnings".
To modify file data, click the Edit link in the file list at the bottom of this page.
To abandon a file, click the Abandon link and submit a new file.

C

Summary Information						Save
Reports	Description	Detail	Spring 2011	Spring 2010	Fall 2010	Accept Warnings
Student Enrollment and Attendance						
ALL Students	ALL Students		3728		3587	
Graduation Status	Grade level 9-12. Students with BEDS Entry Code and Graduation Status is 1	Detail	228	256		
Service Provider/Facility	Service Provider/Facility field is populated for Students with BEDS Entry Code AND/OR students with Exit Code = '27'					
Dropouts	Grade level 7-12. Students with BEDS Entry Code, and Students with Exit codes of 4 and 6 AND Exitdate after 10/01/2010		22	28		
Building Summary	Building Summary					
Missing/Duplicates	Grade level K-12. Students funded on Fall10 Certified Enrollment and students with Entry Code '15'					
Attendance Rate	ALL Students. Days Enrolled and Days Present	Detail	95.80%	95.00%		
Students with Days Unexcused	Days Unexcused is Greater than Zero		762	744		
Indicators/Services						
At Risk	Grade level K-12. Students with BEDS Entry Code and At Risk is 1 or 2	Detail	1139		653	
Free Lunch	Grade level PK-12. Students with BEDS Entry Code and Free Lunch is Yes(1)		647		1159	
Reduced Lunch	Grade level PK-12. Students with BEDS Entry code and Reduced Lunch is Yes(1)		119		282	
Gifted/Talented	Grade level PK-12. Students with BEDS Entry Code and Gifted/Talented is Yes(1)		288		235	
IEP	Grade level PK-12. Students with BEDS Entry Code and IEP of 1 or 2		403		399	
Coordinated Early Intervening Services	Grade level K-12. Students with BEDS Entry code and Coordinated Early Intervening Services is 1,2, or 3.		0		0	
Section 504	Grade level K- 12. Students with BEDS Entry Code and Section 504 is Yes(1)		14		13	
Migrant	Grade level PK-12. Migrant is Federally Funded(1) or Not Federally Funded(2)	Detail	0		0	
Homeless	Homeless Status is 1, 2, 3, or 6	Detail	1	1		
Homeless Served through McKinney-Vento	Grade level PK-12. Homeless Status is 1,2,3, or 6, Homeless Student Served is Yes		0	0		
Unaccompanied Youth	Grade level PK-12. Homeless Type of 1, 2, 3, or 6 and Unaccompanied Youth is Yes(1)		0	0		
21st Century Community Learning	21st Century Community Learning is Yes(1)		0	0		
Immigrant/ELL						
Immigrant	Grade level PK-12. Immigrant is Yes(1)		0		0	
ELL Status	Grade level PK-12. ELL Status is 1,2,or 3	Detail	15		17	
Title I						
Title I Targeted Reading	Grade level PK-12. Title I Targeted Reading is Yes(1)		192		190	
Title I Targeted Math	Grade level PK-12. Title I Targeted Math is Yes(1)		0		0	
Title I School Choice	Grade level PK-12. Title I School Choice is 1,2, 3, or 4	Detail	0		0	<input type="checkbox"/>
Title I Supplemental Services	Grade level PK-12. Title I Supplemental Services is 1,2, or 3	Detail	0		0	
Early Childhood Elements						
PreSchool Funding	PreSchool Funding					
Testing/Assessment						
Reason No State Math Assessment Score	Reason No State Math Assessment Score '1' thru '6'		0			
Reason No State Science Assessment Score	Reason No State Science Assessment Score '1' thru '7'		0			

Project EASIER Web Application: BEDS Processing

Pre-Populated Reports					
As noted, these reports are either Certified by default when EASIER is certified, or will be part of a report/application to certified					
Gun Free Schools	Certified when EASIER is Certified. Grade Level PK-12. All removal types of W with Weapon Type of H, R, F, or B				
Behavior Incident Number	Certified when EASIER is Certified. Behavior Incident Number				
Regular Education Foster Care Claim	The preview provides your district's data that will be used to populate yours and other district's reports to be certified by August 1, 2011.				
Students Expected Fall 2011	Identifies all non-graduating Seniors in attendance with your district as of the last day of school. These students must be accounted in your Fall 2011 file - including any student transfers over the summer.				
Non-Fall Certified Enrollment and Supplementary Weighting Reports					
CPI and NonPublic Students/PSEO Courses	Grade level 9-12. CPI Dual and Enrolled and Nonpublic Shared Time Students with Course Origination of 2 and Section Start Indicator of 0				
Non-Fall start Concurrent Enrollment Courses	This preview provides your district's data that will be used to populate your reports (and other district's reports) to be added to your Fall start sections and certified next Fall. Includes Students with Entry Code 1, 6, 8, 9, 12, 14, 15, 16, 19, 27, 29 (for your district) and 2, 4, 5, 18, 16 (for resident district) Grade level 9-12 in courses with origination of '3' or '9'. Section FTE > 0.000 and Section start Indicator is Non-Fall.				
Non-Fall start ICN Courses	This preview provides your district's data that will be used to populate your reports (and other district's reports) to be added to your Fall start sections and certified next Fall. Includes Students with Entry Code 1, 6, 8, 9, 12, 14, 15, 16, 19, 27, 29 (for your district) and 2, 4, 5, 18 (for resident district) Section Delivery Method = '3'. Section FTE > 0.000 and Section start Indicator is Non-Fall.				
Non-Fall start Regional Academy Courses	This preview provides your district's data that will be used to populate your reports (and other district's reports) to be added to your Fall start sections and certified next Fall. Includes Students with Entry Code 1, 6, 8, 9, 12, 14, 19, 27, 29 (for your district) Grade level 9-12 in courses with origination of '10'. Section FTE > 0.000 and Section start Indicator is Non-Fall.				

Files Used for Certification
(Click here to see buildings involved in files)



File ID	File Name	Action
23	Spring11_TestFile1.new	Edit Abandon

PART A. District Status: The Certify Button is available only when your district has everything needed to certify. The notes in red on the top of the page tell you what is missing or what needs to be corrected before your district can certify. The complete list of requirements is as follows:

- Not all schools have submitted** - All buildings in the district with students enrolled, need to have a file submitted and approved (see Section II)
- Students reported as Active in the Fall Data but not represented in the Spring data** - Your district reported students as active in the previous reporting cycle but those students are not included in your current district files (active or inactive). To see a list of these students, click on the link of **'Please Review Potential Student Errors'** and look at the list of Missing Actives. NOTE: This is a seasonal check, so in the fall we look for those non-graduates reported active in the previous spring.
- No students with Graduation Status = '1'** - If your district houses grades 9 through 12, it is expected that you will have graduates reported in the spring. This does include early graduates.
- Students reported as Graduates in the Fall data but not represented in the Spring data** - this is a reminder to make sure your early graduates have not been mistakenly 'dis-included from state reporting'. To see a list of these students, click on the link of **'Please Review Potential Student Errors'** and look at the list of Missing Graduates.
- No students with At-Risk = '1'** - If your district receives Modified Allowable Growth monies to serve At Risk students, it is expected that you have students identified as At Risk and in a program funded by Modified Allowable Growth
- PSEO amounts do not agree** - In Spring collections, the PSEO enrollments in your district do not mesh with the dollar amount spent on PSEOs as reported in Spring BEDS
- 7-12 building with no reported Removals** - In Spring collections, for districts housing grade levels 7 through 12, it is expected that there will be at least a handful of in-school or out-of school suspensions. Make sure these incidences are getting reported in your SIS in the proper fields.

8. **Students Transferred within District with no Additional Enrollment** - Your district has reported students as Transferred Within District, but there is no subsequent enrollment. In this case either the exit code is incorrect, or the student was never properly entered in the new school building. To see a list of these students, click on the link of '**Please Review Potential Student Errors**' and look at the list of students with Incomplete Within District Transfers
9. **End or Change Enrollment with No Additional Enrollment** – Your district used the Exit Code of '14' (End or Change Enrollment) on a non-CPI or non-shared time student with no subsequent enrollment. In this case, either the exit code is incorrect or the student was never properly re-enrolled. To see a list of these students, click on the link of '**Please Review Potential Student Errors**' and look at the list of students with Invalid End or Change Enrollment.

PART B. The information in the shaded box tells you what you are seeing in the table below. The programming compares your current number/counts to previous numbers/counts and indicates those fields with a sizeable percentage change (+/-20.0%). This does not necessarily mean the current numbers are incorrect, but we do need you to indicate as such by checking the box in the Accept Warnings column in the far right hand column.

If you find that the numbers currently reported are incorrect, you will need to either roll back the current file(s) and make the necessary corrections (see D below), or make the needed corrections in your SIS and submit new files.

PART C. These are the data elements your district is certifying for the respective season. The Reports column (left column) indicates the element, the Description column provides the definition of which students are included in that report, the Detail column is an option for some elements and gives the option for more detail. The current season numbers/counts will be the first set of numbers provided in the comparison columns on the right (in this case Spring 2011). The programming compares spring elements to the prior spring and/or the prior fall. The Accept Warnings box is relevant only for elements in which numbers have changed by +/- 20.0% (see B above).

When you click into any of the elements in the left-hand column, you will find a summary table of that element by building and grade level.

EASIER CERTIFICATION - Summary Data by Building

School District

Free Lunch

Free Lunch is Yes(1)

School	PK1EP	PK3	PK4	PK5	00	01	02	03	04	05	06	07	08	09	10	11	12	Total
(0000) School District																		
(0109) High School	0	0	0	0	0	0	0	0	0	0	0	0	0	26	30	30	22	108
(0409) Elementary School	4	0	5	0	58	42	31	37	0	0	0	0	0	0	0	0	0	177
(0418) Middle School	0	0	0	0	0	0	0	0	0	0	33	22	19	0	0	0	0	74
(0427) Elementary School	0	0	6	0	0	0	0	0	26	33	0	0	0	0	0	0	0	65
(0810) Center Preschool																		
Total	4	0	11	0	58	42	31	37	26	33	33	22	19	26	30	30	22	424

District Report Page

Project EASIER Web Application: BEDS Processing

If you click into any of the counts by grade level or building, you will get a breakdown by race/ethnicity and gender of students included in that count

EASIER CERTIFICATION - Summary Data for Building(0409)

██████████ School District

Free Lunch

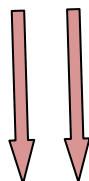
Free Lunch is Yes(1)

	Hispanic			Non-Hispanic										Total	
				White		Black		Asian		Pacific Islander		Nat.Amer.			2+ Races
Grade	M	F	M	F	M	F	M	F	M	F	M	F	M	F	Total
PKIEP	0	0	4	0	0	0	0	0	0	0	0	0	0	0	4
Total	0	0	4	0	0	0	0	0	0	0	0	0	0	0	4

[Back](#) [District Report Page](#)

As with the file-level reports, if you click into any number in the table, you will be given a list of the students included in that count. Note that each of these pages provides a title (to remind you of which indicator you are reviewing), and building number. At the student level, you are also provided the FileId in case corrections need to be made or replacement files need to be sent.

EASIER CERTIFICATION - Summary Data by Building



██████████ School District

Free Lunch

Free Lunch is Yes(1)

[Download to Excel](#)

File ID	School	Grade	Local Student Id	State Student Id	Student Name	Gender	Entry Date	Entry Code	Exit Date	Exit Code	IEP	Free Lunch
7475	0409	PKIEP	25903	██████████	██████████ Blake	M	07/01/2010	1			1	1
7475	0409	PKIEP	202510000	██████████	██████████ Jacen	M	08/03/2010	1			1	1
7475	0409	PKIEP	22199	██████████	██████████ Tyler	M	07/01/2010	1			1	1
7475	0409	PKIEP	25904	██████████	██████████ Logan	M	07/01/2010	1			1	1

[Back](#) [District Report Page](#)

PART D. If after you have reviewed all of your information and if you find something that still is not accurate, you have an additional chance to make changes. Click on “Edit” as shown below. This will give you a screen that will allow you to roll back your file so that you can make additional edits to the individual records to make any final corrections

Files Used for Certification
(Click here to see buildings involved in files)

D

File ID	File Name	Action
23	Spring11_TestFile1.new	Edit Abandon

EASIER Confirm Roll Back (File ID=121)

This file will be rolled back to the approval stage where you may edit it. Are you sure you wish to roll back the file?

[Roll back the file](#)
[Go back to previous page](#)

By clicking on the “Roll back the file”, you will be returned to the screen that shows the individual files that have been submitted (below). Make any changes and then re-approve the file(s) that apply to your schools certification. Re-review all of the district data to make sure it is now correct.

School District

Filter File List By:

— Select view — ▾

CLEAN FILES: All Files with Errors and Warnings Resolved

File ID	File Name	Size	Time File Created	Time File Submitted	Current Status		SIS	Version
121	Test file	1569	9/14/2010 8:01:00 AM	9/14/2010 8:12:00 AM	File Validation Completed	View ▶	JMC	072910 GJG
120	Test file	1569	9/14/2010 8:01:00 AM	9/14/2010 8:02:00 AM	File Validation Completed	View ▶	JMC	072910 GJG
29	S1_111975427	750	7/28/2010 10:14:00 AM	7/28/2010 10:15:00 AM	File Validation Completed	View ▶	JMC	072710 GJG
26	S1_111975427	750	7/28/2010 9:40:00 AM	7/28/2010 9:41:00 AM	File Validation Completed	View ▶	JMC	072710 GJG

[◀ Back to Previous Page](#)

Once you have reviewed each data element and are confident that the numbers and students are accurate for each, and have met all of the requirements for certification - you are able to certify your district. NOTE: Once your district has certified, you will no longer have the ability to roll files back to make modifications without contacting an EASIER consultant. Once your district has certified, those numbers are used in respective federal reports, AYP, Certified Enrollment, Modified Allowable Growth, SBRC, Supplementary Weighting, APR, various other applications. The certified numbers are also archived and stored in EdInsight (the data warehouse).

To summarize the EASIER process:

1. File is extracted from your SIS and saved on your desktop
2. Log into EdInfo – select EASIER application
3. Click on Step #1 to upload your saved file(s) into the EASIER system
4. Check and clean any validation errors (and warnings if necessary)
5. Review file reports to ensure file is complete and accurate
6. Approve file
7. Once all buildings have submitted and approved files, the district is ready to certify.
8. Contact an EASIER consultant if you have any questions/concerns regarding any of the steps above.